

New Unpaid Benefits Premium Collection Process

Central Billing Option

With changes in HRIS Unpaid Benefit Premium tracking, the General Accounting Office and Health Insurance Trust Fund (HITF) Accounting have developed a Central Billing Option available for all State Agencies using HRIS that simplifies the Unpaid Benefit Premium billing process.

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JOHN SAMPLE
ADDRESS 1
ADDRESS 2
CITY, AZ ZIP

Arizona Department of Administration
HITF Accounting
100 N 15th Ave, Suite 202
Phoenix, AZ 85007

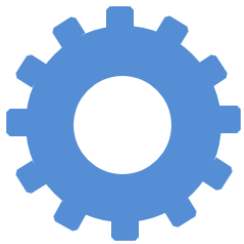
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Arizona Department of Administration
HITF Accounting
100 N 15th Ave, Suite 202
Phoenix, AZ 85007

Billing Statement

Coverage Start Date	Coverage End Date	Plan Code	Deduction Code	Description	Amount Due
2/1/2017	1/31/2017	BCBS	M07	BCBS OF ARIZONA - EPO - EE	\$102.00
2/1/2017	1/31/2017	DLR	D05	DELTA DENTAL - EE	\$49.25
2/1/2017	1/31/2017	AVIS	V03	AVESIS VISION - EE	\$7.41
					Due by: 4/3/2017 \$157.65

How will it Work?



Agencies will continue to monitor the new Benefit Premium report available through the HRIS Data Warehouse and send to ADOA any necessary adjustments. Automatically, each non-pay week Monday, the General Accounting Office will prepare and mail the Billing Statements based on the unpaid benefit premiums in HRIS.

Reduces Workload

Taking care of this biweekly task will enable your agency personnel to focus on the higher value work of reviewing the information instead of filling out spreadsheets, preparing letters and billing statements, and folding and stuffing envelopes. It eliminates the need for your agency to send us copies of billing statements you mail to employees since we will already have the information. We pay the postage and the service is free!

How does my Agency Sign up?

Have your Agency Director or CFO email Stu.Wilbur@azdoa.gov requesting to sign up for Central Billing for Unpaid Benefit Premiums. Any questions? Contact Stu Wilbur at 602.542.1674.